Electronic Military Evaluations: Training Package

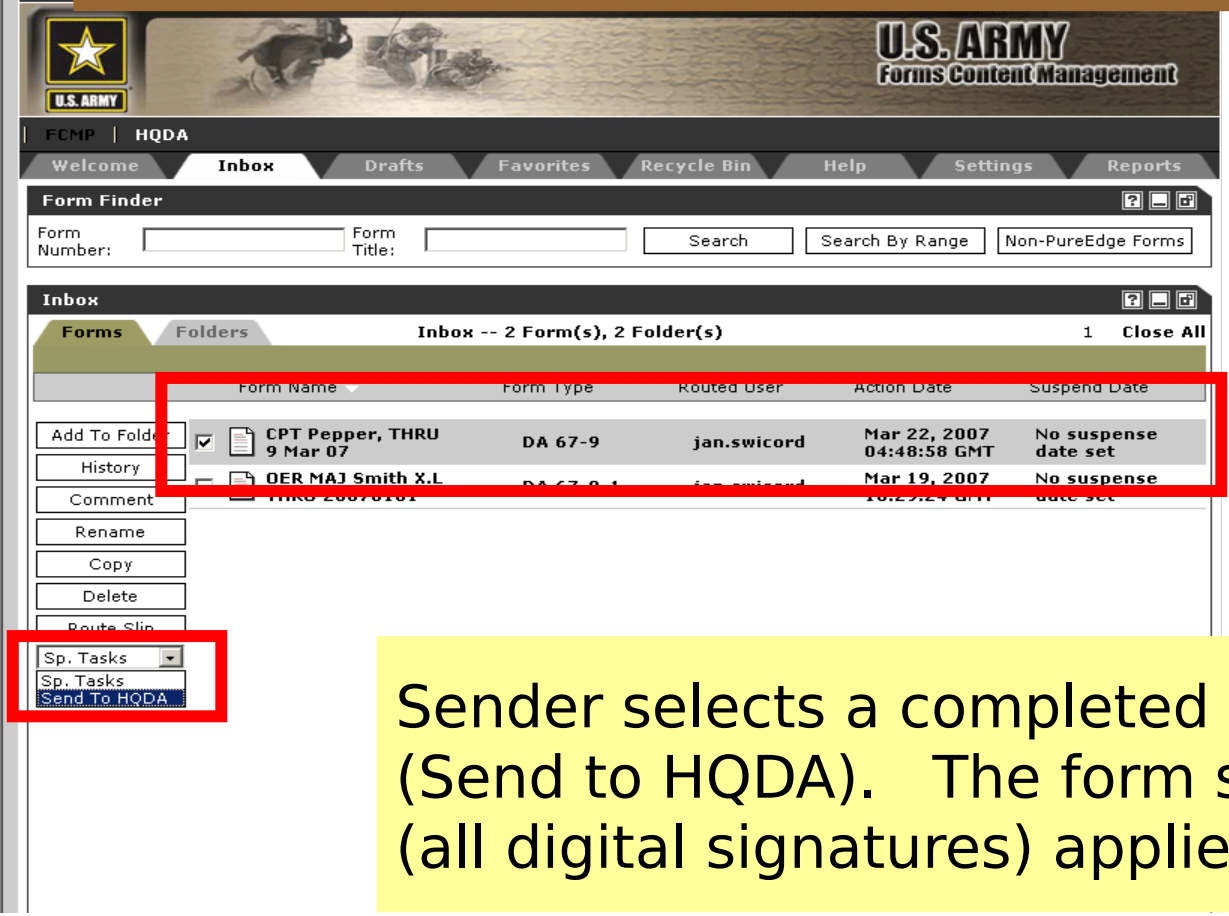
Section K: HQDA Receipt Processes

Purpose:

- These slides reflect the highlights of activity when an evaluation is submitted to HRC using My Forms on AKO.

- A report is considered "accepted by HRC" or "at HRC" once a processor (an HRC examiner) has accepted the evaluation.
  - Forwarding an evaluation on the 90th day after the THRU date may not get the report accepted in time.
  - Just as was done with mail and email some time must be allowed for the transit between unit and HRC. Mail required 7-10 days. My Forms requires much less.
  - An HRC goal is instantaneous action on each evaluation. However, as long as units continue to submit a majority of reports in paper format we will be unable to achieve that goal.

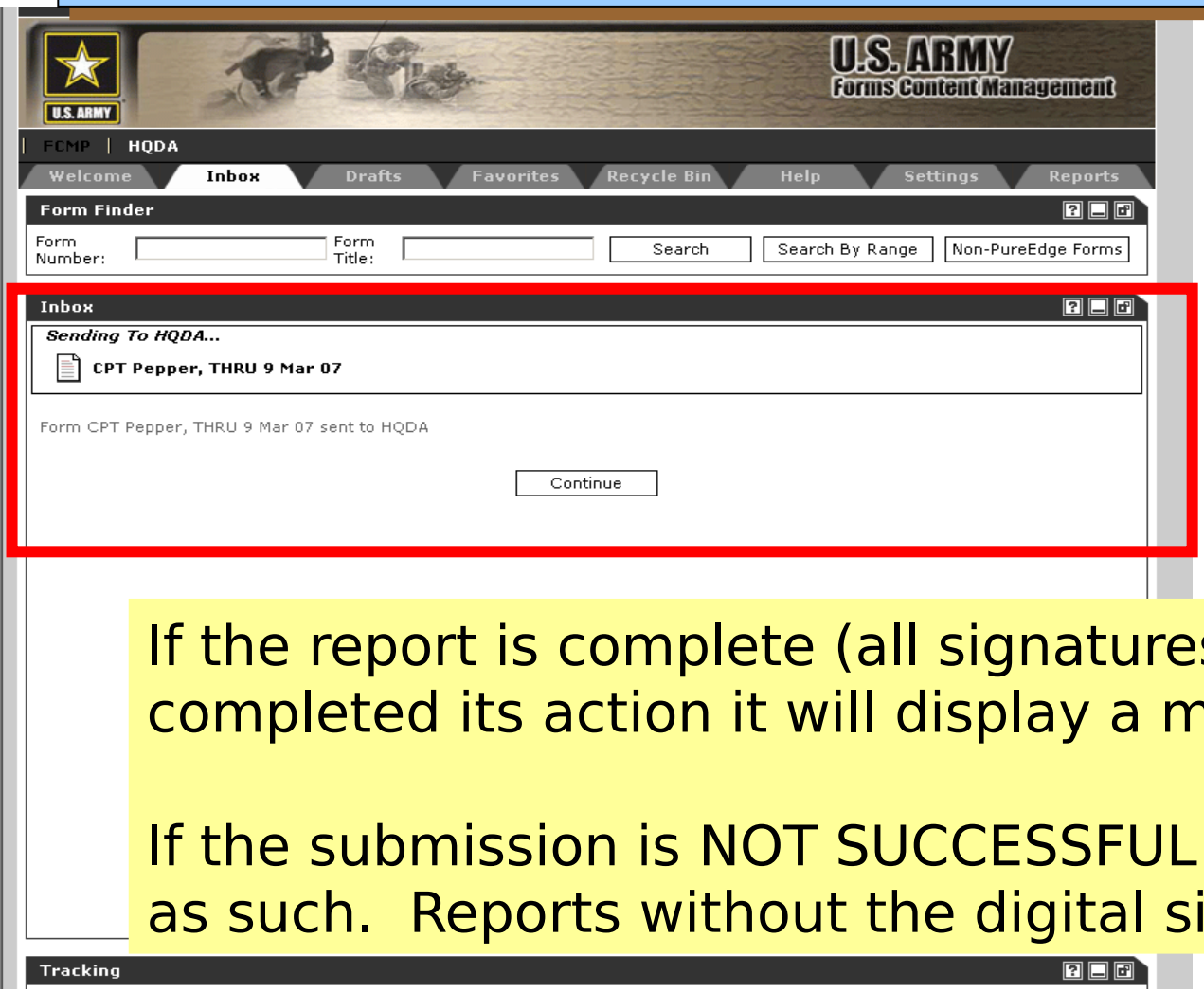
Sender Submits a Report in My Forms:



Additional Note: Tracking is vital to preparation. When originators send the HRM an info copy it appears in their tracking. HRM can can view and identify errors, monitor rating official progress, and offer support without having the actual report.

Sender selects a completed form and selects Sp Tas (Send to HQDA). The form should be complete (all digital signatures) applied.

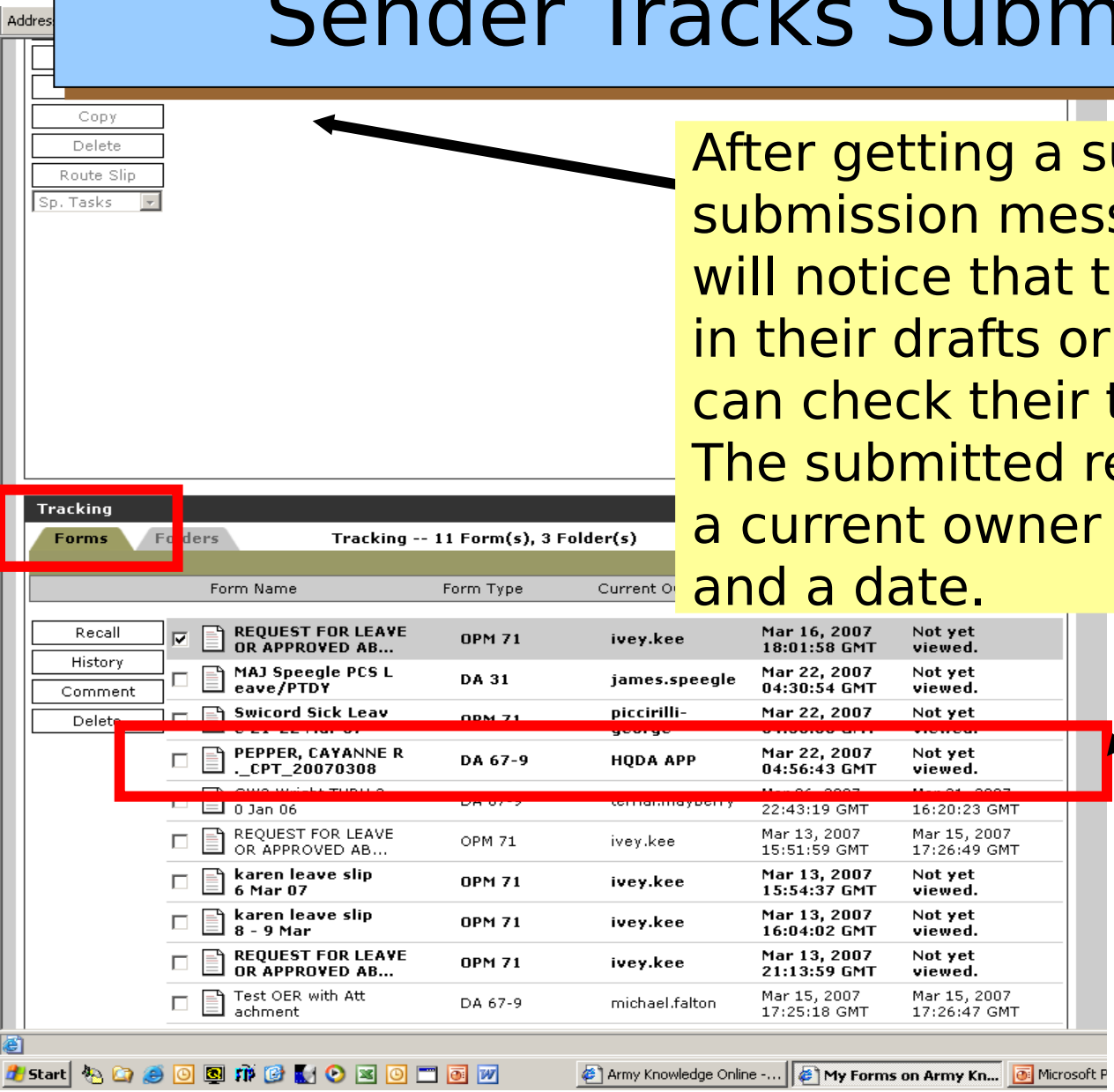
Sender Views Computer Response:



If the report is complete (all signatures) once the system has completed its action it will display a message to the sender.

If the submission is NOT SUCCESSFUL – the message will sta as such. Reports without the digital signatures will not go th

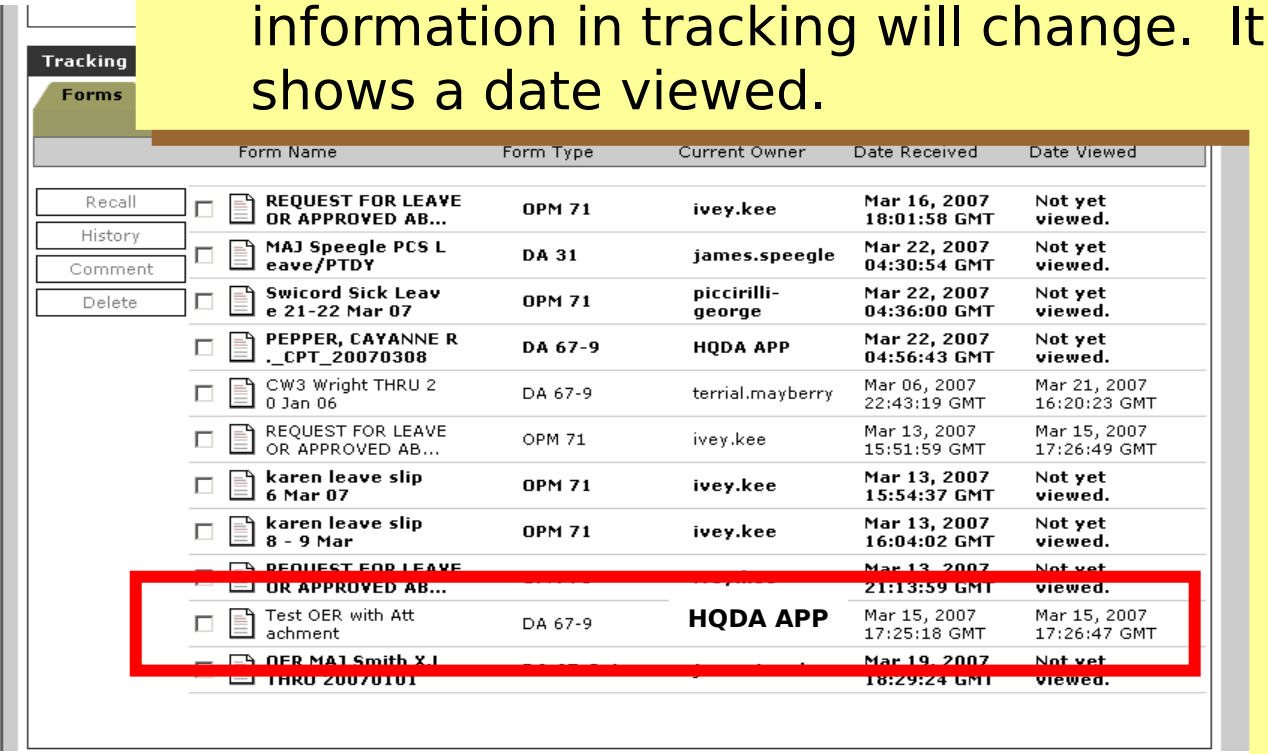
Sender Tracks Submission:



After getting a successful submission message, the sender will notice that the form is no longer in their drafts or in box. The sender can check their tracking section. The submitted report will reflect a current owner of HQDA APP and a date.

Later – Sender's Tracking Shows...

When an examiner at HRC views the report, the information in tracking will change. It unbolds and shows a date viewed.



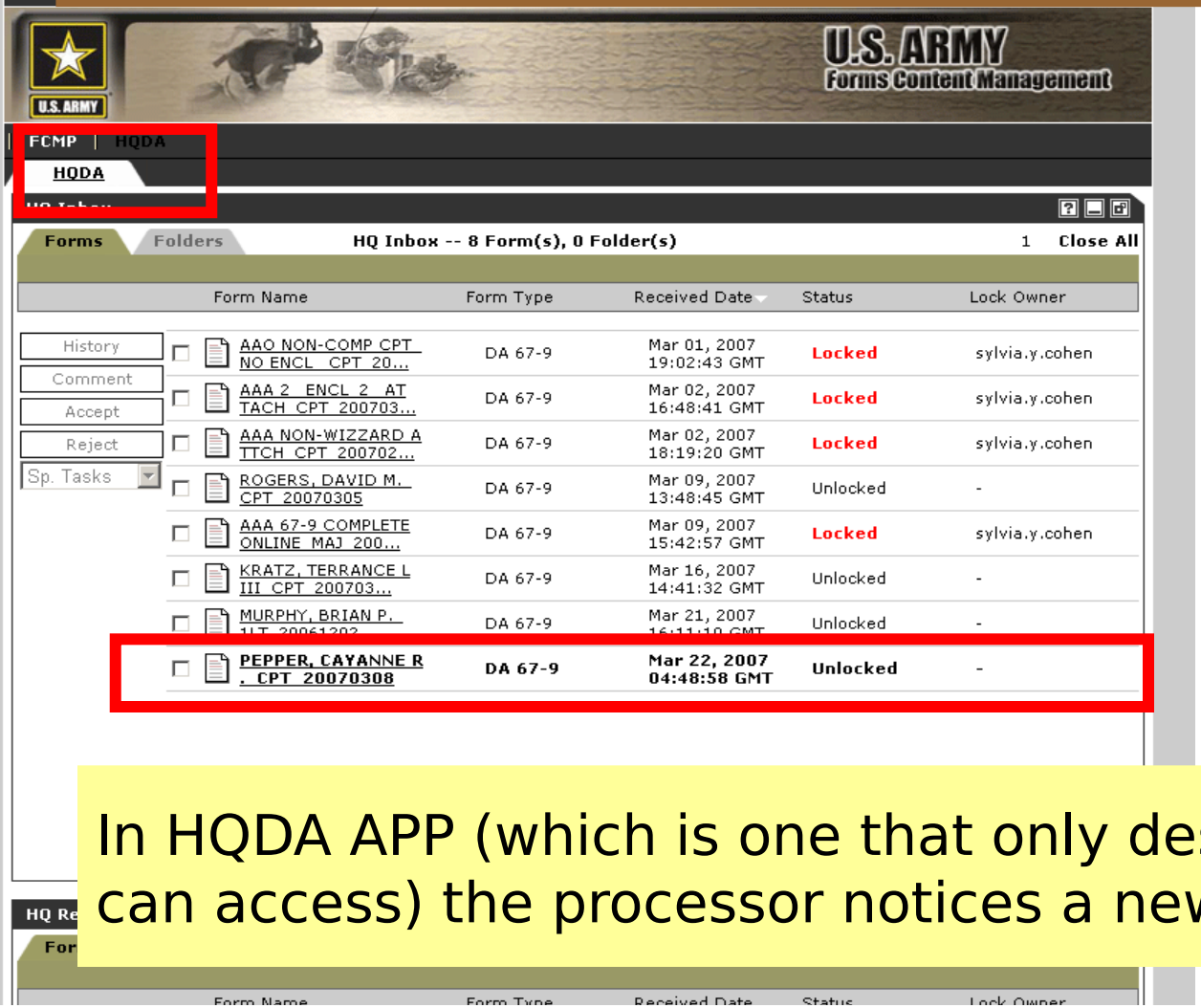
Form Name	Form Type	Current Owner	Date Received	Date Viewed
REQUEST FOR LEAVE OR APPROVED AB...	OPM 71	ivey.kee	Mar 16, 2007 18:01:58 GMT	Not yet viewed.
MAJ Speegle PCS L eave/PTDY	DA 31	james.speegle	Mar 22, 2007 04:30:54 GMT	Not yet viewed.
Swicord Sick Leav e 21-22 Mar 07	OPM 71	piccirilli-george	Mar 22, 2007 04:36:00 GMT	Not yet viewed.
PEPPER, CAYANNE R ._CPT_20070308	DA 67-9	HQDA APP	Mar 22, 2007 04:56:43 GMT	Not yet viewed.
CW3 Wright THRU 2 0 Jan 06	DA 67-9	terrial.mayberry	Mar 06, 2007 22:43:19 GMT	Mar 21, 2007 16:20:23 GMT
REQUEST FOR LEAVE OR APPROVED AB...	OPM 71	ivey.kee	Mar 13, 2007 15:51:59 GMT	Mar 15, 2007 17:26:49 GMT
karen leave slip 6 Mar 07	OPM 71	ivey.kee	Mar 13, 2007 15:54:37 GMT	Not yet viewed.
karen leave slip 8 - 9 Mar	OPM 71	ivey.kee	Mar 13, 2007 16:04:02 GMT	Not yet viewed.
REQUEST FOR LEAVE OR APPROVED AB...			Mar 13, 2007 21:13:59 GMT	Not yet viewed.
Test OER with Att achment	DA 67-9	HQDA APP	Mar 15, 2007 17:25:18 GMT	Mar 15, 2007 17:26:47 GMT
OER MAJ Smith X.J THRU 20070101			Mar 19, 2007 18:29:24 GMT	Not yet viewed.

HRC Goals: View & take action on each reports within 24 to 48 hours

HRC Action is either:
(1) Accept/Receive Evaluation,
(2) Return to sender for correction

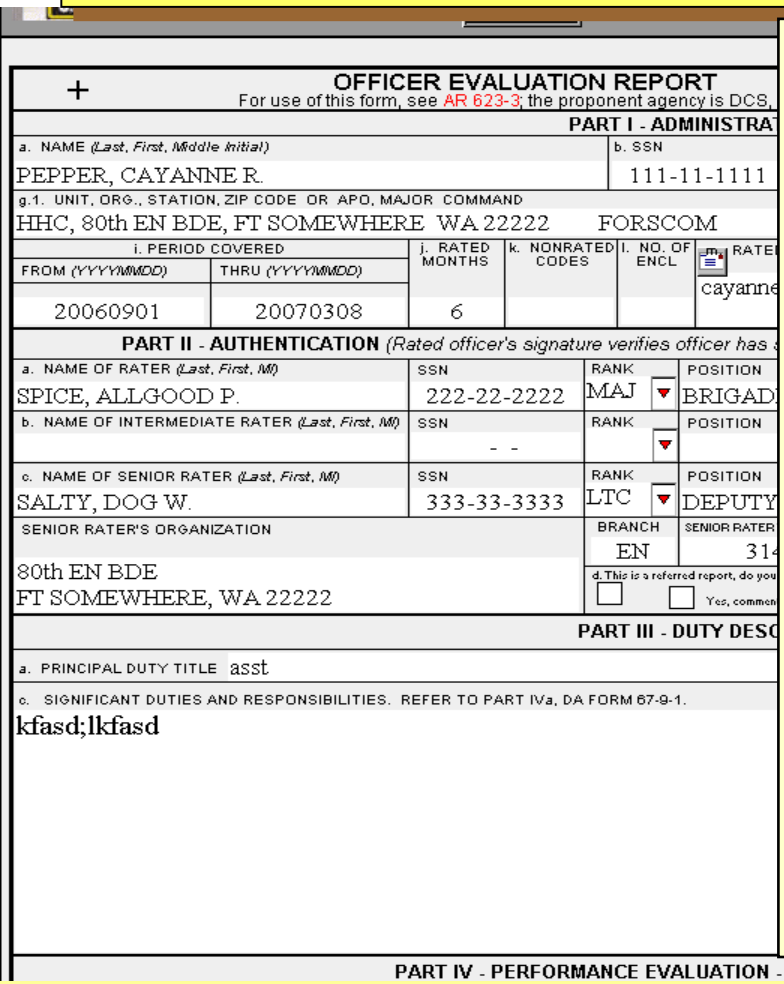
Note: When HRC accepts a report <u>without viewing it</u> (which happens under some circumstances to keep the volume down in the inbox and achieve time goals) tracking status will remain "Not yet viewed." If the report is still "not yet viewed" for more then 8 days (a very long period of time) and the sender didn't get it back for correction (see next slide), the report probably has been accepted. Users can check IWRS to make sure evals are accepted at HRC.

What the HRC Processor Sees:



In HQDA APP (which is one that only designated people at HR can access) the processor notices a new report.

HRC Processor Opens & Reviews the Form:



OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS,

PART I - ADMINISTRA

a. NAME (Last, First, Middle Initial)	b. SSN
PEPPER, CAYANNE R.	111-11-1111

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
HHC, 80th EN BDE, FT SOMEWHERE WA 22222 FORSCOM

i. PERIOD COVERED FROM (YYYYMMDD)	THRU (YYYYMMDD)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	RATE
20060901	20070308	6			cayanne

PART II - AUTHENTICATION (Rated officer's signature verifies officer has

	SSN	RANK	POSITION
a. NAME OF RATER (Last, First, MI) SPICE, ALLGOOD P.	222-22-2222	MAJ	BRIGAD
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	- -		
c. NAME OF SENIOR RATER (Last, First, MI) SALTY, DOG W.	333-33-3333	LTC	DEPUTY

SENIOR RATER'S ORGANIZATION
80th EN BDE
FT SOMEWHERE, WA 22222

BRANCH: EN
SENIOR RATER: 31

d. This is a referred report, do you ☐ ☐ Yes, commen

PART III - DUTY DESC

a. PRINCIPAL DUTY TITLE asst

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1.
kfasd;lkfasd

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rate

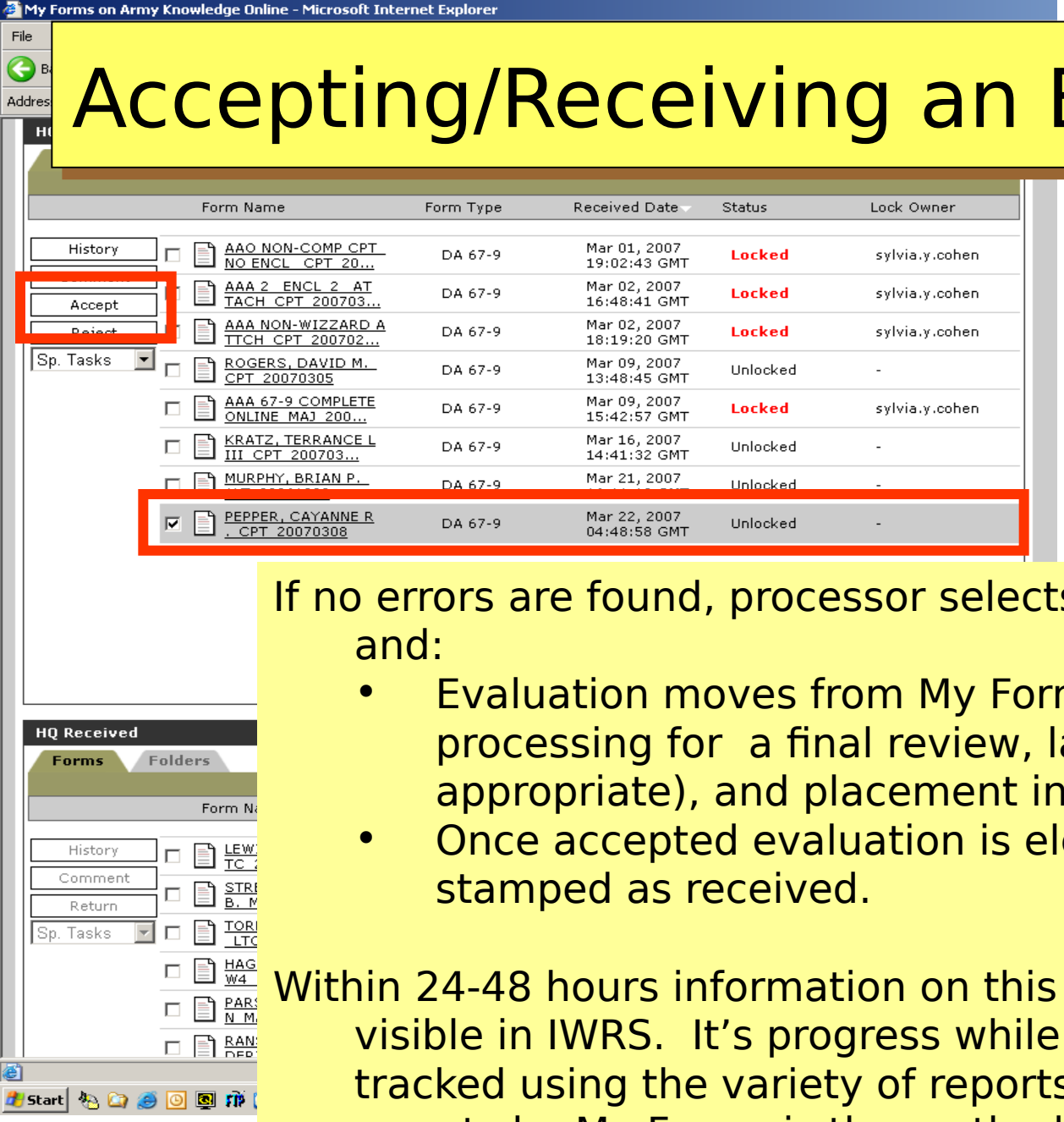
Frequently Seen Errors (as of Apr 08):

- Missing admin data
- Missing SR email or telephone number
- Order of name on form (should be: last, first)
- APFT date format (should be: YYYYMMDD)
- APFT date not within period 12 months prior to or on THRU date
- Missing YES/NO for HT/WT
- Negative content in narratives without referral
- Functional Category recommendations:
  - Used for officers other than CPT & 1LTP
  - Showing Operational CF abbreviations
  - Provided by R appropriately but missing fro SR section VII.d.
  - Typed in for AMEDD, JAG, or CH (who do not get this recommendation.
- Separation of narrative by rater or SR
- Missing information in Part VIIa

The processor starts a detailed review of the form in the front side – and reverse side checking every thing, making note of any errors found. **If no errors: it is accepted.**

If errors are found: eval is returned for correction with an email explanation.

Accepting/Receiving an Eval at HRC

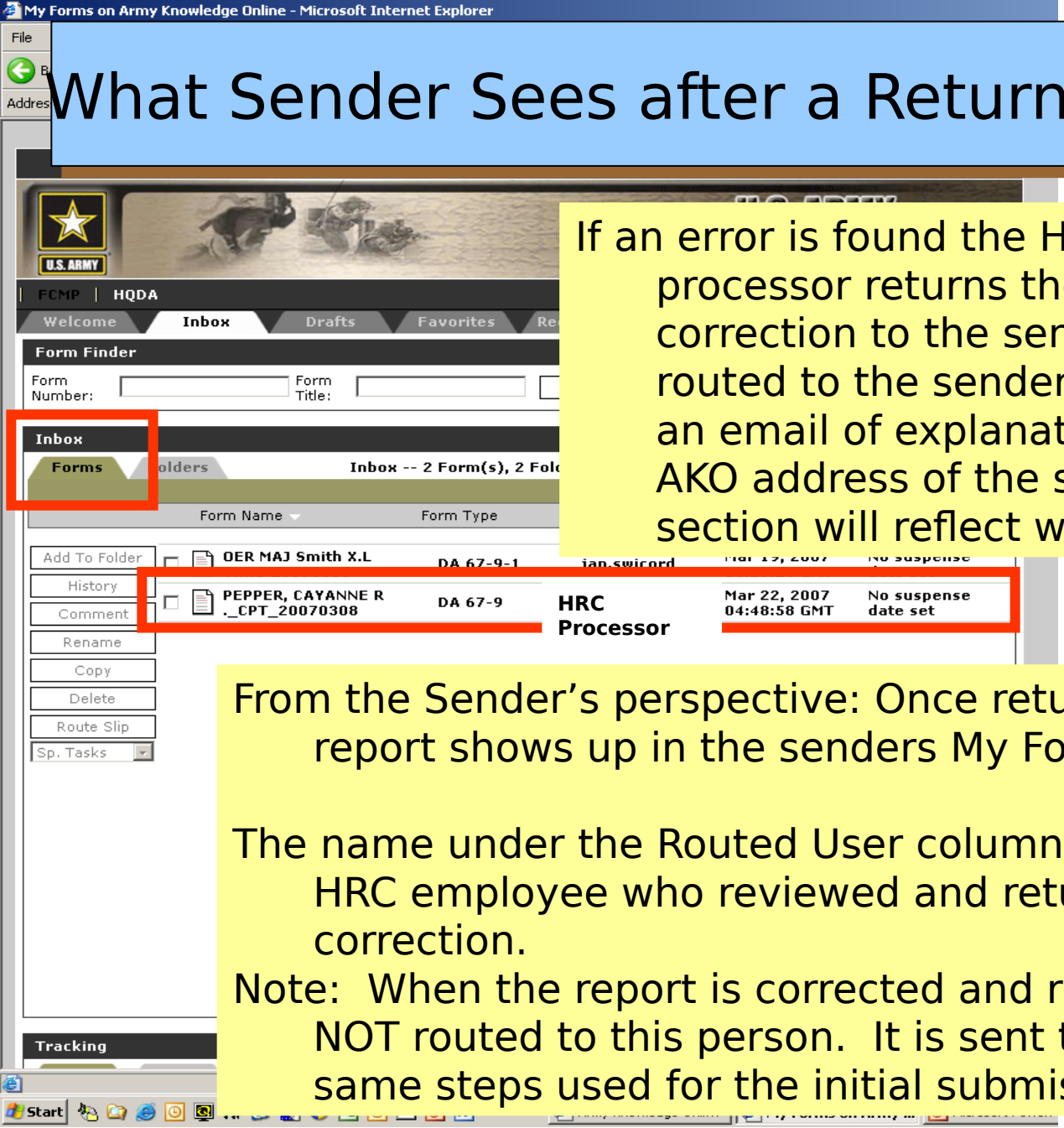


If no errors are found, processor selects ACCEPT function and:

- Evaluation moves from My Forms into HRC processing for a final review, label and profile (if appropriate), and placement in an OMPF
- Once accepted evaluation is electronically date stamped as received.

Within 24-48 hours information on this evaluation should be visible in IWRS. It's progress while at HRC can be tracked using the variety of reports in IWRS. Submitting reports by My Forms is the method of fastest accountability.

What Sender Sees after a Return for Correction:



If an error is found the HRC evaluation processor returns the evaluation for correction to the sender. The report will be routed to the sender's My Forms inbox and an email of explanation will be sent to the AKO address of the sender. The tracking section will reflect who "owns" it.

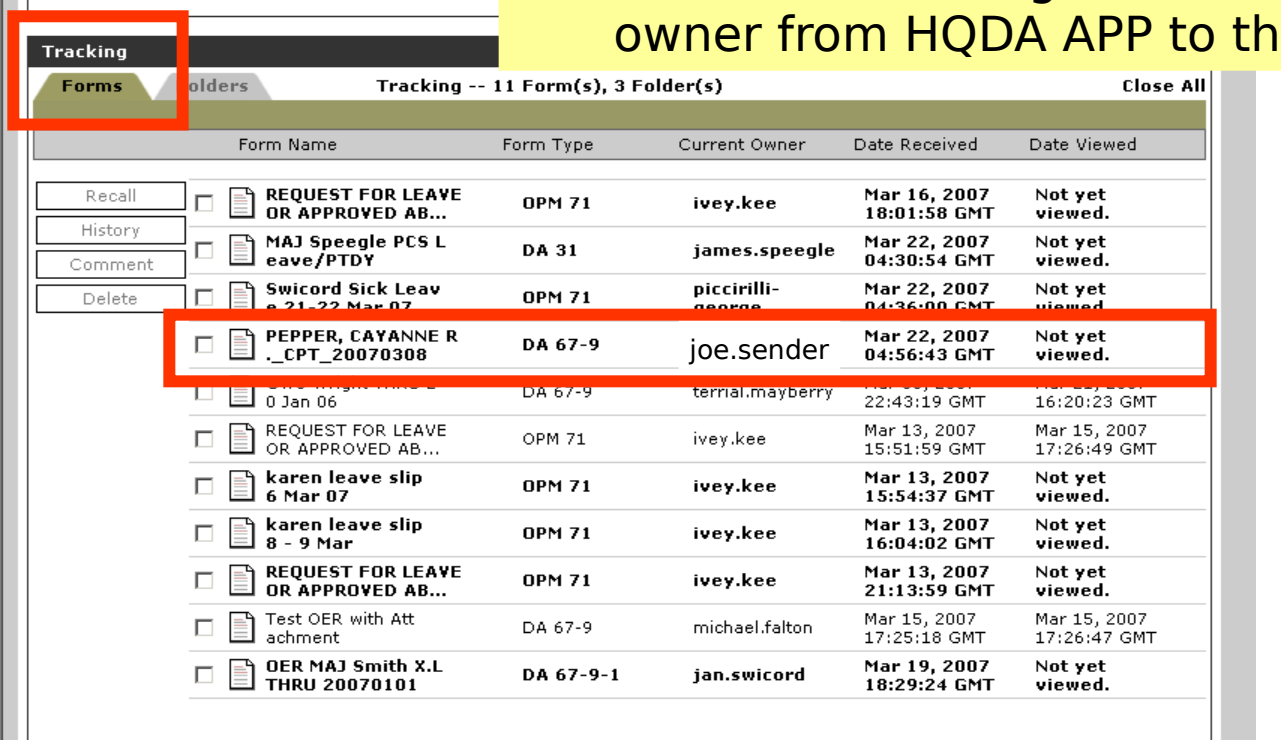
From the Sender's perspective: Once returned for correction the report shows up in the senders My Forms inbox.

The name under the Routed User column is the name of the HRC employee who reviewed and returned the OER for correction.

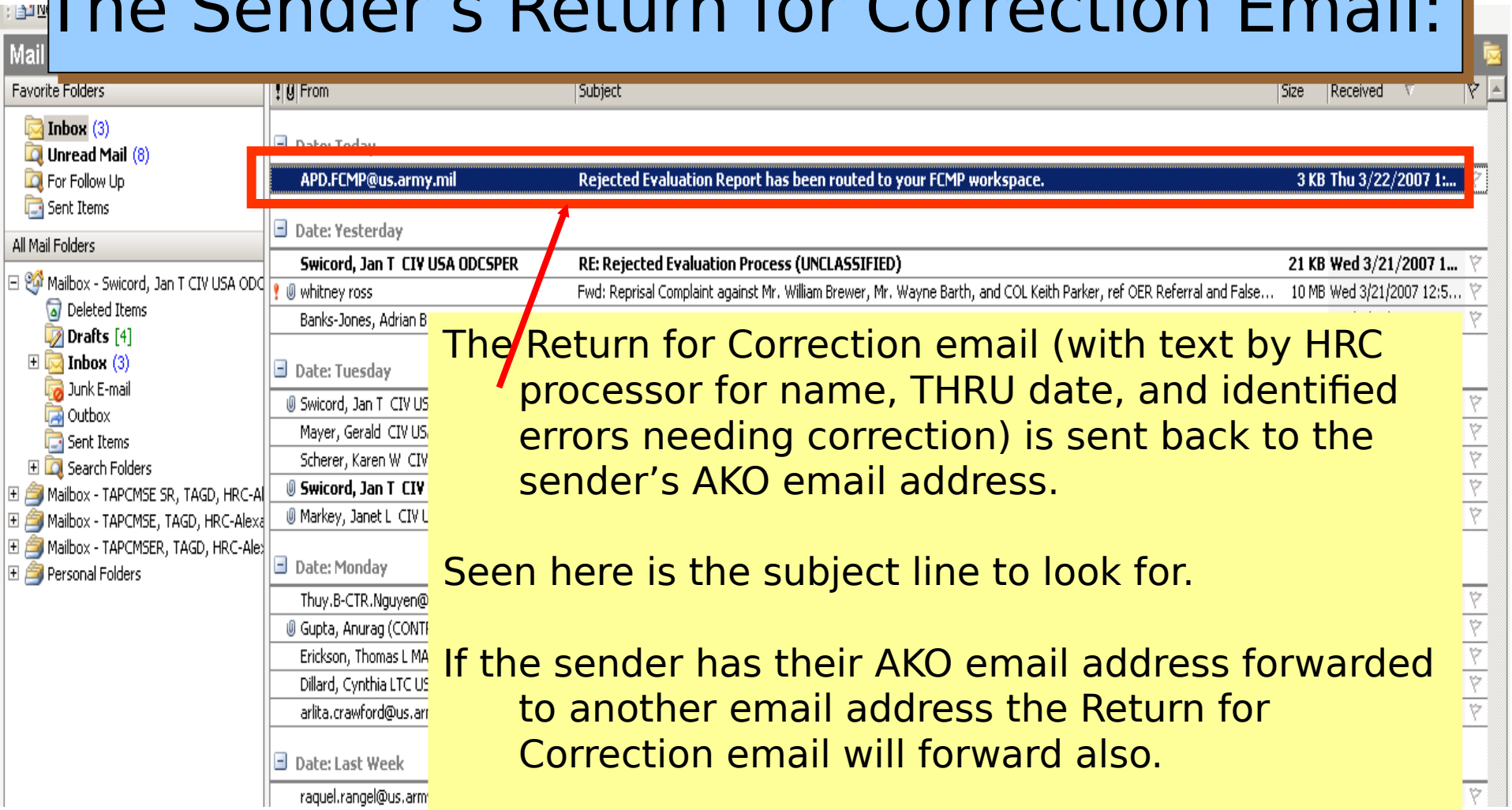
Note: When the report is corrected and resubmitted to HRC it is NOT routed to this person. It is sent to HRC using the exact same steps used for the initial submission.

What Sender Sees after a Return for Correction:

From the Sender's perspective: Once returned for correction by HRC the report, still seen in the sender's individual tracking section, changes owner from HQDA APP to the sender.



The Sender's Return for Correction Email:



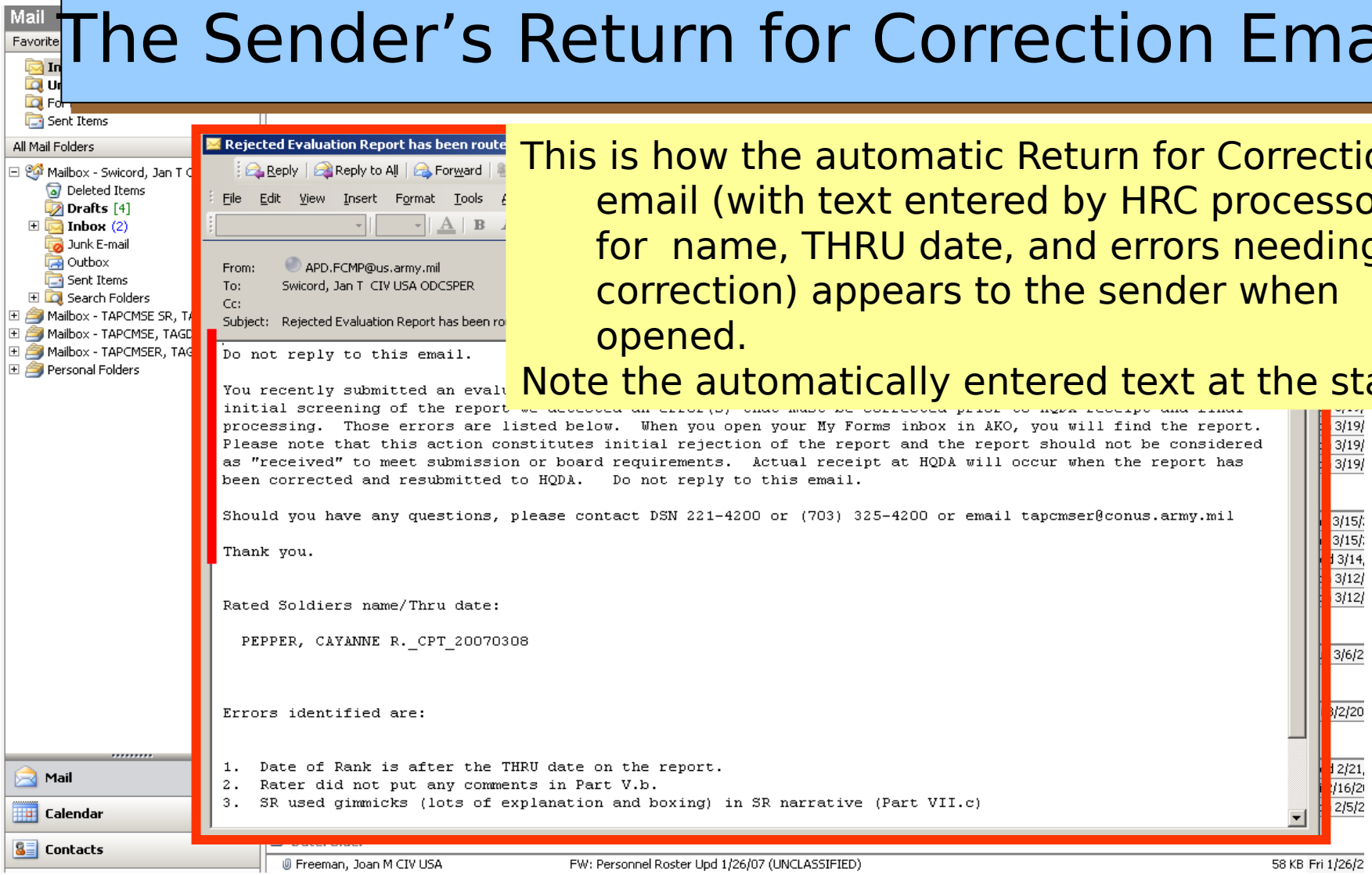
The Return for Correction email (with text by HRC processor for name, THRU date, and identified errors needing correction) is sent back to the sender's AKO email address.

Seen here is the subject line to look for.

If the sender has their AKO email address forwarded to another email address the Return for Correction email will forward also.

If the sender has not forwarded their AKO email address mail, the sender will have to visit AKO email to view these Return for Correction emails.

The Sender's Return for Correction Email:


Mail
Favorite
Sent Items
All Mail Folders
Mailbox - Swicord, Jan T C
Deleted Items
Drafts [4]
Inbox (2)
Junk E-mail
Outbox
Sent Items
Search Folders
Mailbox - TAPCMSE SR, TA
Mailbox - TAPCMSE, TAGD
Mailbox - TAPCMSER, TAG
Personal Folders
Mail
Calendar
Contacts
Rejected Evaluation Report has been route
Reply
Reply to All
Forward
File Edit View Insert Format Tools
From: APD.FCMP@us.army.mil
To: Swicord, Jan T CIV USA ODCSPER
Cc:
Subject: Rejected Evaluation Report has been ro
Do not reply to this email.
You recently submitted an evalu
initial screening of the report
processing. Those errors are listed below. When you open your My Forms inbox in AKO, you will find the report.
Please note that this action constitutes initial rejection of the report and the report should not be considered
as "received" to meet submission or board requirements. Actual receipt at HQDA will occur when the report has
been corrected and resubmitted to HQDA. Do not reply to this email.
Should you have any questions, please contact DSN 221-4200 or (703) 325-4200 or email tapcmser@conus.army.mil
Thank you.
Rated Soldiers name/Thru date:
PEPPER, CAYANNE R._CPT_20070308
Errors identified are:
1. Date of Rank is after the THRU date on the report.
2. Rater did not put any comments in Part V.b.
3. SR used gimmicks (lots of explanation and boxing) in SR narrative (Part VII.c)
Freeman, Joan M CIV USA
FW: Personnel Roster Upd 1/26/07 (UNCLASSIFIED)
58 KB Fri 1/26/2

This is how the automatic Return for Correction email (with text entered by HRC processor for name, THRU date, and errors needing correction) appears to the sender when opened.

Note the automatically entered text at the start.

Identify a “Second Submit” to HRC

HRC Processors know when a report is being submitted for a second time. They see a red exclamation point!

They check the comment for that evaluation and will see the reason(s) the report was returned at the earlier submission(s).

Sender's Actions:

If a report is returned for correction:

- look for the email with the explanation of error(s).
- correct report, resign if necessary, resubmit using same method as before.

If a report is not returned to the sender for correction within 3 to 4 days of it being submitted to HRC check IWRS for its presence at HRC.

- Any of the IWRS reports will show it processing.
- It will also appear on the senior rater's "working list" on the online Senior Rater profile.
- The next slides show locations of these tools.

If unsure about the status of a report after 3 to 4 days or if something else (odd) happens, contact Evaluation Systems Office at (703) 325-9660, email: tapcmse@conus.army.mil

Key Elements for Effective Evaluation Systems

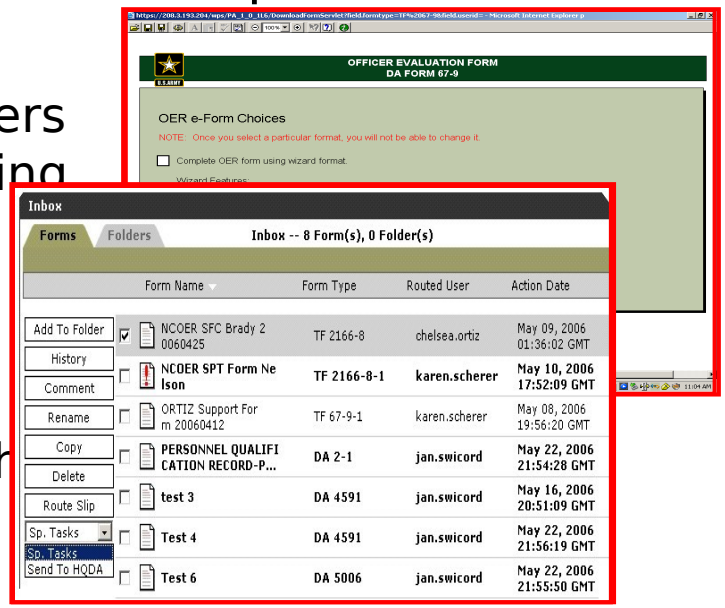
Goal: develop and assess Soldiers; submit reports on time.

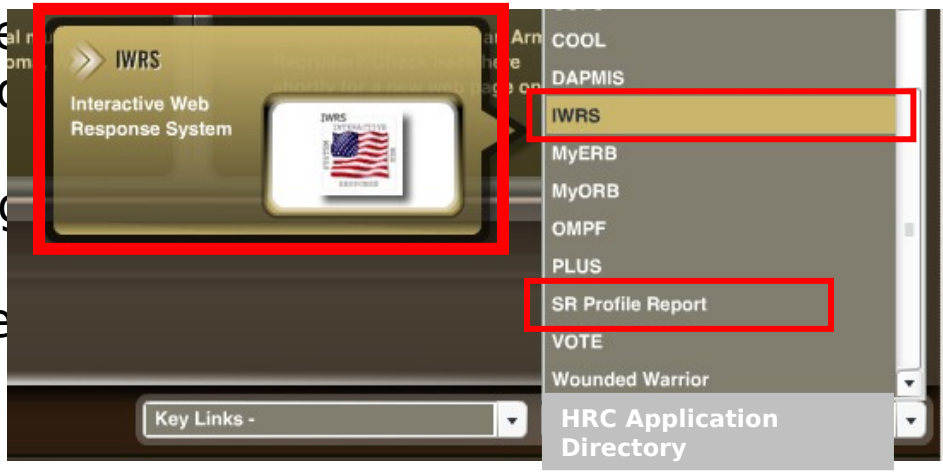
Senior Rater's Role – do or ensure:

- Ensure rating schemes are known by Soldiers
- Oversee counseling; participate in counseling
- Use tools & My Forms system & forms

(examples seen in red outlines)

- Know current THRU dates of reports on file
- Anticipate and project "next" evals.
  - Current thru date on file plus 12 month or known changes of rater.
  - Complete the record dates for those being considered by a selection.
- Notify rating officials of upcoming e
- Track rating officials counseling and reports (use My Forms)
- Follow up on receipt and processing at HRC (using tools)
- Take appropriate action with proble rating officials as necessary.

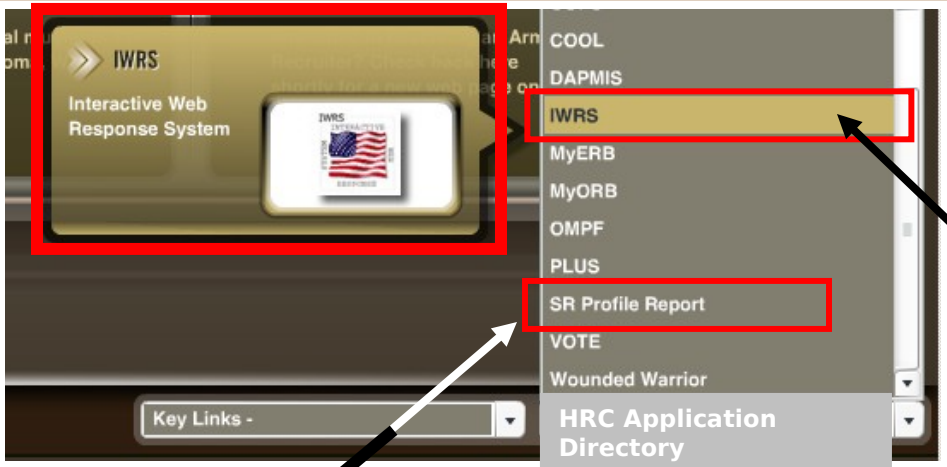




POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

Online Applications Explained

Both are located on HRC website (several locations) and AKO under Self Service/My P



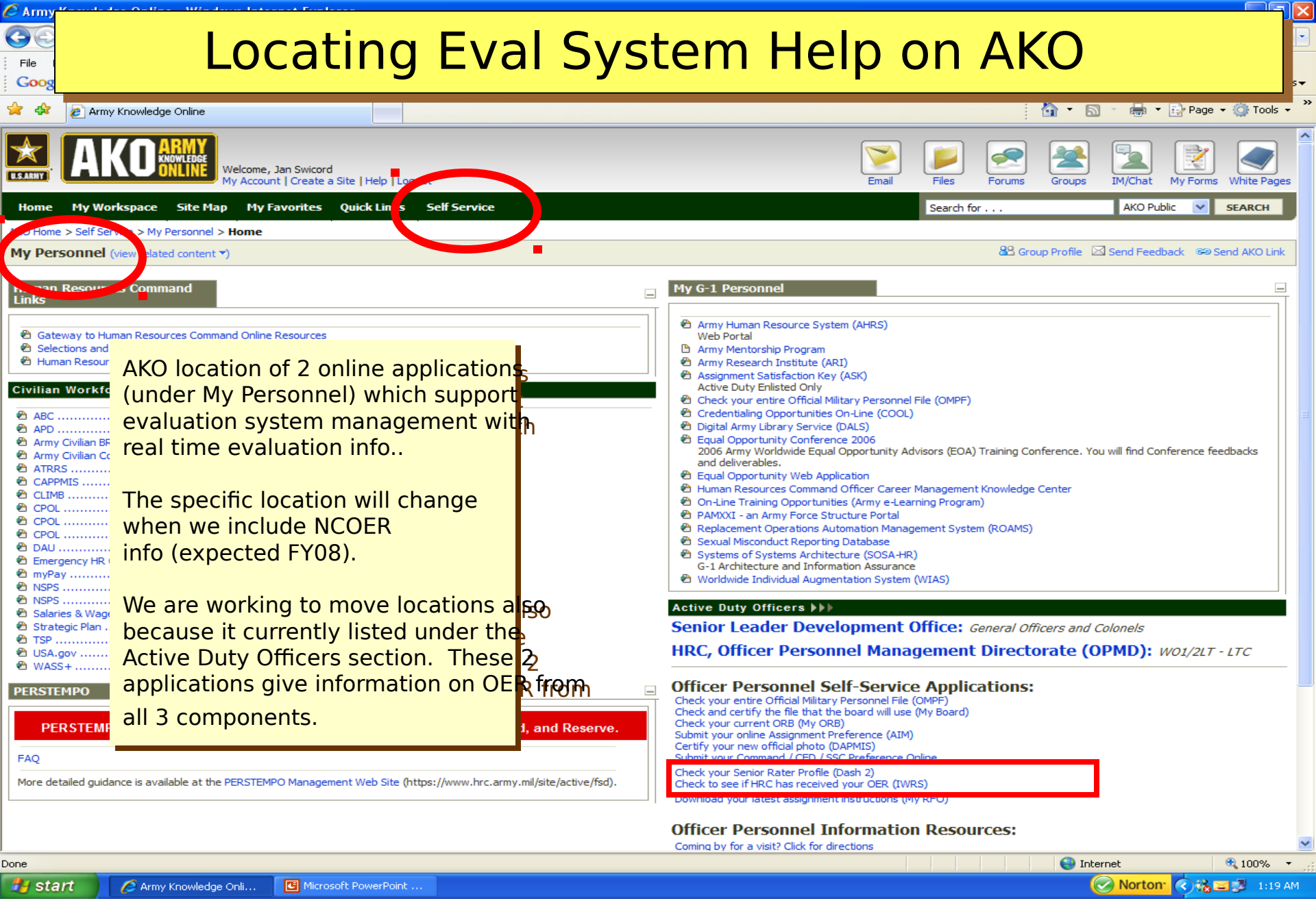
Senior Rater (SR) Profile (-2) and Eval Timeliness Report

- Accessed by AKO logon & password
- -OER SR Profile: Senior raters view their DA Fm 67-9 which shows numbers and box checks sorted by rank and names of officers in OER which are both completed and in a working (but not yet profiled) status at HRC.
- -Eval Timeliness Report:
- -Reflects OER received by HRC on and after 1 Jun 07.
- -Will reflect NCOER received by HRC on and after (expected 1 Oct 07). All NCOER SR will have access to this

Interactive Web Report System (IWRS)

-Accessed by AKO logon & password
-For OER: this is a window into HRC level processing (for constant status, found errors, admin information) which is essential for proactive management of evaluation systems by HR managers, SR, and Cdr.
-NCOER information will be included by (expected Oct 07)
-Reports are constantly being improved and increased to support unit needs. USAR/ARNG specific reports will be in soon.

Locating Eval System Help on AKO



AKO location of 2 online applications (under My Personnel) which support evaluation system management with real time evaluation info..

The specific location will change when we include NCOER info (expected FY08).

We are working to move locations also because it currently listed under the Active Duty Officers section. These 2 applications give information on OER from all 3 components.